

REGISTRATION INFORMATION

The required forms to register for Electronic Case Filing (ECF) will be available in the Clerk's Office and on the Court's web site by early summer of 2003.

Trustees and Attorneys wishing to register for an account on the Court's Electronic Case Filing System will need to submit a Registration Form and User Agreement. After completion of training, participants will become a certified "e-filing user." From which point, the participant will begin to file all documents electronically and also make and accept service electronically from all other "e-filing users."

TRAINING

Training on the ECF system will be provided free of charge to registered attorneys and their staff. The Florida Bar has approved 6 hours of CLE credits for Debtor Attorney Training and 4 hours of CLE credits for Creditor Attorney training. Training will start in late May '03. The first group of users will be chapter 7 trustees, followed by Chapter 13 trustees, then debtor and creditor attorney groups. Please be aware that any such participant will be required to meet all (and verify same) hardware/software requirements **before** one can register for training. Additional information on our training plan and class syllabus information will be announced by early May '03.

Additional information on CM/ECF can be found by visiting the Court's web site at www.flmb.uscourts.gov.

FEES BY CREDIT CARD

At time of publication, court staff is working out details on permitting attorneys to pay pertinent

filing fees by way of secure credit card Internet transaction. Once established, attorneys will need to complete a credit card authorization form. So, please keep a lookout for related information in the near future.

BANKRUPTCY COURT LOCATIONS

TAMPA

Sam M. Gibbons United States Courthouse
801 N. Florida Avenue
Suite 727
Tampa, Florida 33602-3899
Telephone: (813) 301-5065
Judges: Paul M. Glenn, Chief
Thomas E. Baynes, Jr.
C. Timothy Corcoran, III
Michael G. Williamson
Alexander L. Paskay
Deputy-in-Charge: Chas. G. Kilcoyne
CM/ECF Help Desk: Coming Fall '03

ORLANDO

SouthTrust Bank Building
135 W. Central Blvd.
Suite 960
Orlando, Florida 32801
Telephone: (407) 648-6365
Judges: Arthur B. Briskman
Karen S. Jennemann
Deputy-in-Charge: Lee Ann Bennett
CM/ECF Help Desk: Coming Fall '03

JACKSONVILLE

United States Courthouse
311 W. Monroe Street
Room #206
Jacksonville, Florida 32202
Telephone: (904) 232-2852
Judges: George L. Proctor
Jerry A. Funk
Deputy-in-Charge: Michael T. Shadburn
CM/ECF Help Desk: Coming Fall '03

UNITED STATES BANKRUPTCY COURT MIDDLE DISTRICT OF FLORIDA



**Case Management/
Electronic Case Filing
(CM/ECF)**

**INFORMATIONAL
BROCHURE**

Chief Judge Paul M. Glenn
Judge George L. Proctor
Judge Thomas E. Baynes, Jr.
Judge C. Timothy Corcoran, III
Judge Arthur B. Briskman
Judge Jerry A. Funk
Judge Karen S. Jennemann
Judge Michael G. Williamson
Judge Alexander L. Paskay

Clerk of Court
David K. Oliveria

(Spring 2003)

WHAT IS CM/ECF?

"CM" stands for "Case Management." It is a new automated docketing system that replaces the former docketing system. "ECF," which stands for "Electronic Case Filing", allows trained and certified users to file new bankruptcy cases and other pleadings over the Internet.

HOW CAN ATTORNEYS PARTICIPATE IN THE CM/ECF SYSTEM?

Each attorney admitted to practice in this court and in good standing is eligible to register for a login and a system password. After receiving training and becoming a "certified" e-filer, attorneys will begin to file and retrieve documents via the Internet. Information on registering for a system password can be obtained by visiting the CM/ECF link on the Court's web site at www.flmb.uscourts.gov (Available Summer '03.)

HOW IS THE GENERAL PUBLIC GIVEN ACCESS TO THE CM/ECF SYSTEM?

Any person or organization with a PACER account may access the system via Web PACER on a "read only" basis. Anyone without a Web PACER account may access the electronic docket and documents via "read only" public terminals at the court's divisional offices during regular business hours.

WHAT ARE THE BENEFITS OF CM/ECF?

- It is easy to use and which only requires basic knowledge of internet and personal computer usage.
- Electronic access to case files is available twenty-four hours a day, seven days a week (except when the system is down for maintenance).
- The time it takes to file a petition or other document is reduced.
- The amount of paper used and the necessary storage space are greatly reduced.
- Copies of documents can be made instantly from an office or home computer.
- All registered parties receive electronic notification of filing, which eliminates the cost of handling and mailing paper notices, and speeds delivery.
- Docket and report generation is facilitated.
- File usage allows simultaneous access by the public, bench, and bar.
- The cost for attorneys is low, as compared to the costs incurred when filing conventionally.

WHAT HARDWARE AND SOFTWARE WILL USERS NEED TO PARTICIPATE IN ECF?

- ✓ A personal computer (Pentium class recommended) running a standard platform such as Windows 95, 98, Me, 2000, XP with at least 128 MB of RAM (256 MB or higher recommended; if considering new purchase, select PC with 512 MB). Macintosh equivalents are also acceptable.
- ✓ Internet access via cable modem, DSL (Digital Subscriber Line), ISDN (Integrated Services Digital Network), or T1 line. Standard Dial-up modem access (56K speed) is not recommended because its connection speed from the Internet to the CM/ECF will be very slow when downloading /uploading files from the server.
- ✓ Internet Service Provider using point-to-point protocol (PPP). America Online is not endorsed for use with ECF.
- ✓ Internet Explorer (IE) 5.5 or newer (6.0) or Netscape Navigator version 4.6X or 4.7X.
- ✓ Software to convert documents from a word processor format to portable document format (PDF). Adobe Acrobat PDF Writer, as well as certain word processing programs can perform this function. Acrobat Writer Version 5.0 and earlier versions to 3.0, meet the CM/ECF filing requirements. Adobe can be contacted at 1-888-724-4508 or www.adobe.com.
- ✓ A PDF-compatible word processing program, such as WordPerfect or Microsoft Word. (Macintosh word processing software allowing PDF file conversion is also acceptable.)
- ✓ A scanner to image documents that are not in your word processing system. One equipped with an automatic document feeder is recommended for faster scanning of multiple page documents.